

ASSIGNMENT 2

Textbook Assignment: *Navy Equal Opportunity Manual*, OPNAVINST 5354.1E (Basic Instruction); Section V, "Navy Complaint Procedures (Informal and Formal)"; Section VI, "Incident Handling and Reporting (A Commander's Guide)"; Section VII, "Navy Equal Opportunity Training"; "Section VIII, "Equal Opportunity Issues"; Appendix B "Navy Equal Opportunity (EO)/Sexual Harassment (SH) Formal Complaint Form NAVPERS 5354/2"; Appendix C, "Discrimination/Sexual Harassment Message Reporting Guidelines"; Appendix D, "Equal Opportunity Assistants (EOAs) Duties and Responsibilities"; Appendix E, "CMEO Officer Duties and Responsibilities"; Appendix G, "Equal Opportunity (EO) Checklist"; Appendix I, "Sample Plan of the Day Notes"; and Appendix J, "Guidelines for the Command Investigating Officer (IO)."

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| <p>2-1. A complaint may be initiated by only a commissioned officer or an enlisted person in the Navy.</p> <ol style="list-style-type: none"> 1. True 2. False | <p>2-6. The complainant has which of the following responsibilities when it comes to resolving a complaint?</p> <ol style="list-style-type: none"> 1. File complaints in good faith 2. To provide the command the opportunity to rectify or take the appropriate action 3. Both 1 and 2 above 4. To attempt to have the issue resolved at the highest level in the chain of command |
| <p>2-2. If the object of a complaint is toward the complainant's immediate supervisor, what action should be taken?</p> <ol style="list-style-type: none"> 1. Request to meet with the equal opportunity officer 2. Promptly communicate the incident through other available means 3. Present the complaint to the department head 4. Request captain's mast | <p>2-7. Who is responsible to ensure DON procedures for processing EO complaints are permanently and prominently displayed?</p> <ol style="list-style-type: none"> 1. Your Commander 2. Your command legal advisor 3. Your equal opportunity program specialist 4. Your command managed equal opportunity training facilitator |
| <p>2-3. The IRS skills booklet provides step-by-step guidance for resolving not only sexual harassment issues, but also work place conflicts.</p> <ol style="list-style-type: none"> 1. True 2. False | <p>2-8. Service members should be advised that they are required to attempt informal resolution prior to filing a formal complaint.</p> <ol style="list-style-type: none"> 1. True 2. False |
| <p>2-4. The Navy EO or SH Formal Complaint Form is for which of the following personnel?</p> <ol style="list-style-type: none"> 1. Civilian personnel only 2. Commissioned officers only 3. Enlisted personnel only 4. Both 2 and 3 above | <p>2-9. Persons who are subjected to or observe objectionable behavior shall promptly notify the chain of command if which of the following occurs?</p> <ol style="list-style-type: none"> 1. The situation is not resolved 2. The objectionable behavior does not stop 3. The behavior is clearly criminal in nature 4. All of the above |
| <p>2-5. You are a complainant using the informal complaint procedure. Your first attempt at resolving the complaint should be with which of the following individuals?</p> <ol style="list-style-type: none"> 1. With the EO officer 2. With your commander 3. With the person(s) involved 4. With your immediate supervisor | |

- 2-10. A person on active duty may directly communicate with the commanding officer using which of the following publications?
1. UCMJ, Article 134
 2. NAVREGS, Article 1151
 3. NAVREGS, Article 1152
 4. UCMJ, Article 91
- 2-11. When dealing with cases of reprisal, what statement best describes the policy that commanders must exercise?
1. Tolerance will be based on the seriousness of the act
 2. Tolerance will be based on past violations
 3. Reprisals will be based on the complainants threshold
 4. Reprisals will not be tolerated
- 2-12. When filing a Navy Regulations Article 1150 or a Uniform Code of Military Justice 138, a service member should be advised to seek legal assistance.
1. True
 2. False
- 2-13. When a minor incident occurs, the person should be referred to which of the areas of assistance to resolve the incident?
1. CO's request mast
 2. A specific UCMJ article
 3. The Informal Resolution System
 4. A private meeting between the division officer and the violator
- 2-14. To assist members in resolving conflict, which pamphlet can you use?
1. NAVPERS 10072
 2. NAVPERS 15620
 3. NAVPERS 15801
 4. NAVPERS 16003
- 2-15. The preferred method of filing an Equal Opportunity or Sexual Harassment formal complaint is by submitting a NAVPERS 5354/2. Where can this form normally be obtained?
1. The CMEO manager
 2. NAVPERSCOM's Professional Relationships website
 3. Both 1 and 2 above
 4. Legal office
- 2-16. Which of the following officers is responsible for Navy EO training and strategies?
1. Commanders of various NTTCs
 2. Chief of Naval Technical Training
 3. Chief of Naval Education and Training
 4. NETPDTC
- 2-17. When drafting up a situation report, which of the following addressee(s) should appear on the TO line?
1. The Echelon 2 commander
 2. CNO
 3. General Court Martial Authority
 4. All of the above
- 2-18. In the text of the situation report, Command Data information includes which of the following?
1. Local incident number
 2. Date time group of previous messages(s)
 3. Echelon II command
 4. All of the above
- 2-19. In the text of the situation report, Complainant Data information includes all of the following, except?
1. Duty status
 2. Type of report
 3. Affiliation
 4. Gender
- 2-20. In the text of the situation report, Alleged Offender(s) Data includes which of the following?
1. Paygrade
 2. Affiliation
 3. Relationship to complainant
 4. All of the above
- 2-21. Where in the text of the situation report would you find information pertaining to the method used to submit the complaint?
1. Command data
 2. Investigation details
 3. Incident description
 4. Complainant data
- 2-22. Where in the text of the situation report would you find information pertaining to corrective action taken/punishment awarded?
1. Investigation details
 2. Miscellaneous remarks
 3. Alleged offender
 4. Command data

- 2-23. What enclosure of the Navy Equal Opportunity Policy provides a sample situation report?
1. Enclosure (1)
 2. Enclosure (3)
 3. Enclosure (4)
 4. Enclosure (5)
- 2-24. A complainant has transferred to a new command. Who is responsible to file the close-out report?
1. Command of initial filing
 2. The new command
 3. The complainant
 4. Both 1 and 2 above
- 2-25. Which of the following serves as the model for informal complaint handling?
1. SECNAVINST 5355.1
 2. NAVPERS 7543
 3. NAVPERS 15620
 4. SECNAVINST 5350.32
- 2-26. What enclosure of the Navy Equal Opportunity Policy contains a copy of the Navy EO/SH Formal Complaint Form?
1. Enclosure (4)
 2. Enclosure (5)
 3. Enclosure (6)
 4. Enclosure (7)
- 2-27. Which of the following basic documents contains guidance on a service member's right to always communicate individually with members of Congress?
1. NAVREGS 1155
 2. NAVREGS 1150
 3. NAVREGS 1151
 4. NAVPERS 15620
- 2-28. Promoting morale, discipline, and effectiveness of the command is the responsibility of which of the following persons?
1. Command Indoctrination Team
 2. Equal Opportunity Program Assistants
 3. Commanders
 4. All of the above
- 2-29. What is the preferred means of reporting sexual harassment or equal opportunity complaints?
1. NAVPERS 15620
 2. NAVEDTRA 7523
 3. NAVEDTRA 7540
 4. NAVPERS 5354/2
- 2-30. Normally, a formal complaint is submitted within at least how many days of an EO or SH incident?
1. 90
 2. 60
 3. 45
 4. 30
- 2-31. Within how many hours after a formal complaint has been received must an advocate be assigned?
1. 24 hours
 2. 48 hours
 3. 72 hours
 4. 12 hours
- 2-32. An advocate must be assigned to whom after a formal complaint has been received?
1. Complainant
 2. Alleged offender
 3. Any witness
 4. All of the above
- 2-33. After the submission of a formal complaint, an investigation begins within at least how many hours?
1. 24 hours
 2. 48 hours
 3. 72 hours
 4. 96 hours
- 2-34. From notification of final resolution, how many days does the complainant have to request a higher level review?
1. 14
 2. 12
 3. 10
 4. 7
- 2-35. An appointed command advocate should meet which of the following criteria?
1. Not be a principal in the alleged complaint
 2. Be equivalent or senior to the assigned member
 3. Both 1 and 2 above
 4. Be appointed to assist more than one complainant
- 2-36. Commanders may not accept complaints received more than 60 days of the offending incident.
1. True
 2. False

- 2-37. An active duty discrimination or sexual harassment case not resolved within 20 days must be followed up by a report to the General Courts-Martial Authority (GCMA) by what means?
1. SITREP
 2. A naval letter
 3. A standard complaint form
 4. A JAG Violation Form
- 2-38. The command is responsible for conducting a follow-up debrief of a NAVPERS 5354/2 formal complaint how many days after final action?
1. 7-14 days
 2. 14-20 days
 3. 30-45 days
 4. 45-60 days
- 2-39. Which of the following will be included in the NAVPERS 5354/2 formal complaint follow-up debrief?
1. A determination of complainant satisfaction
 2. The effectiveness of corrective action
 3. Present command climate
 4. All of the above
- 2-40. Under the appeal process of a complaint, the administrative findings may only be appealed by the complainant.
1. True
 2. False
- 2-41. Equal Opportunity Advisor's typically do not conduct EO investigations.
1. True
 2. False
- 2-42. Command-designated Equal Opportunity Advisors are normally assigned to which type of commands?
1. Echelon 2
 2. Echelon 3 and 4
 3. DEOMI and CNET
 4. All of the above
- 2-43. Staff-designated Equal Opportunity Advisors are normally assigned to which type of commands?
1. Echelon 2
 2. Echelon 3 and 4
 3. DEOMI and CNET
 4. All of the above
- 2-44. To qualify for the command EOA, a person must possess what Navy Enlisted Classification?
1. 9502
 2. 2612
 3. 9515
 4. 9501
- 2-45. An Equal Opportunity Advisor is responsible for assisting who?
1. Assigned military personnel
 2. Civilian workers
 3. Contractors
 4. All of the above
- 2-46. This individual provides guidance to CMEO Managers regarding processing of EO/SH complaints?
1. Command Master Chief
 2. Command Master at Arms
 3. Command Equal Opportunity Advisor
 4. Command Career Counselor
- 2-47. Training-designated Equal Opportunity Advisors are normally assigned to which type of commands?
1. Echelon 2
 2. DEOMI and CNET
 3. Echelon 3 and 4
 4. All of the above
- 2-48. What is the most important support an advocate can give?
1. Obsession
 2. Attitude
 3. Listening
 4. Prejudging
- 2-49. The function of a personal advocate or command representative includes which of the following?
1. Ensure that the complainant in an EO case is informed about EO complaint processing
 2. Ensure that the accused in an EO case is advised of available support and counseling services
 3. Ensure that the witness in an EO case is advised of available support and counseling services
 4. All of the above
- 2-50. What must a personal advocate be familiar with?
1. NAVPERS 5354/2
 2. All local support and counseling services
 3. Aware of the possibility of reprisal against the individual to whom they are assigned
 4. All of the above

2-51. What enclosure of the Equal Opportunity Policy provides information on EO resources?

1. Enclosure (6)
2. Enclosure (7)
3. Enclosure (8)
4. Enclosure (9)

2-52. Which of the following available websites can provide information on Equal Opportunity Training?

1. www.pafb.af.mil/deomi/deomi.htm
2. www.cnet.navy.mil/eoindex.html
3. www.persnet.navy.mil/pers61
4. All of the above

2-53. Part I (first page) of the NAVPERS 5354/2 contains which of the following?

1. Command representative for assistance in filing a complaint
2. Nature of complaint
3. Name of the investigating officer
4. All of the above

2-54. What part of the NAVPERS 5354/2 would the complainant sign to acknowledge they have been advised of counseling/support services and was provided a copy of the complaint form?

1. Part I
2. Part II
3. Part III
4. Part IV

2-55. What part of the NAVPERS 5354/2 would the command representative acknowledge receipt of the complaint form?

1. Part I
2. Part II
3. Part III
4. Part IV

2-56. Which of the following data appear on Part II of the NAVPERS 5354/2?

1. Filing deadline
2. Nature of complaint
3. Requested remedy
4. All of the above

2-57. Resolution time standards/reporting appears where on the NAVPERS 5354/2?

1. Part I
2. Part II
3. Part III
4. Part IV

2-58. Which of the following data appear on Part III of the NAVPERS 5354/2?

1. Assignment of personal advocates
2. Name of investigating officer and date convened
3. Acknowledgment of receipt by Commander
4. All of the above

2-59. The accused's signature acknowledging notification of action taken to resolve the complaint appears where on the NAVPERS 5354/2?

1. Part III
2. Part IV
3. Part I
4. Part II

2-60. Notification of action taken by the reviewing authority appears where on the NAVPERS 5354/2?

1. Part III
2. Part IV
3. Part I
4. Part II